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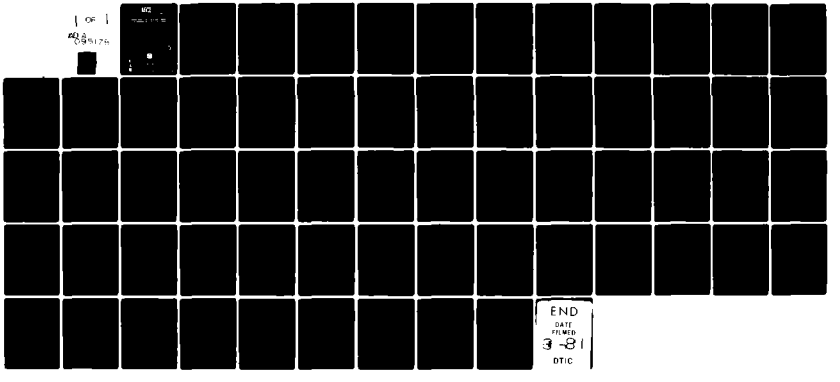

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This report results from the first phase of a comprehensive study of all archival records systems of the Naval Research Laboratory. The report describes two major archival collections: the central records of the Laboratory, which are managed by the Records and Correspondence Management Branch, and the records of NRL Directives--official policy declarations--which are managed by the Administrative Management Section. The aim of the report is to explain what constitutes the collections, how they are organized, and how they may best be used.

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TABLE OF CONTENTS

1. INTRODUCTION 1

2. CENTRAL RECORDS 2

2.1 The Records and Correspondence Management Branch . . . 2
2.2 Organization and Contents of the Central Records . . . 4
2.2.1 Guides to the Central Records 4
2.2.2 Indices to the Central Records 7
2.2.2.1 Indices to Central Administrative and Problem Files . 8
2.2.2.2 Index to Scientific Notebooks 12
2.2.2.3 Index to Releases for Presentation and Publication . . 13
2.2.2.4 Index to Patent Files 14
2.2.3 Central Record Materials 15
2.2.3.1 Central Administrative and Technical Records 17
2.2.3.2 Problem Files 17
2.2.3.3 Scientific Notebooks 18
2.2.3.4. Releases for Presentation and Publication 19
2.2.3.5 Patent Files 20
2.2.3.6 Special Collections 20

3. DIRECTIVES SYSTEM RECORDS 21

3.1 The Management Information Division 21
3.2 Organization and Contents of the Directives System Records 22

4. CHARTS 26

GUIDES

4.1 Guides to NRL Records Systems Used by RCMB 26

INDICES

4.2 INDICES TO UNCLASSIFIED AND CONFIDENTIAL RECORDS IN RCMB
4.2.1 Source Index to Unclassified and Confidential Records . . 27
4.2.2 Route Sheet Number Index to Unclassified Records Incoming Correspondence) 28
4.2.3 Route Sheet Number Index to Confidential Records Incoming Correspondence) 29
4.2.4 Correspondence Log Number Index to Unclassified and Confidential Records (Outgoing Correspondence). 30

4.2.5	Subject Index to Unclassified and Confidential Records Records	31
4.3	INDICES TO SECRET RECORDS IN RCMB	
4.3.1	Source Index to Secret Records	32
4.3.2	Route Sheet Number Index to Secret Records (Incoming Correspondence)	33
4.3.3	Correspondence Log Number Index to Secret Records Outgoing Correspondence)	34
4.3.4	Subject Index to Secret Records	35
4.4	OTHER INDICES TO RECORDS IN RCMB	
4.4.1	Indices to NRL Reports	36
4.4.2	Name Index to Unclassified and Confidential Records	38
4.4.3	Index to NRL Scientific Notebooks	39
4.4.4	Index to NRL Problem Files	40
4.5	Index to Releases for Presentation and Publication in the Classified Material Control Branch	41
4.6	Index to Patent Records in the Office of the Patent Counsel	42

RECORDS

4.7	UNCLASSIFIED AND CONFIDENTIAL ADMINISTRATIVE RECORDS	
4.7.1	Unclassified Central Administrative Records (Including Technical Records Until 1959)	43
4.7.2	Confidential Central Records (Including Technical Records Until 1959)	45
4.8	Secret Central Administrative Records (Including Technical Records Until 1959)	47
4.9	OTHER INDEXED RECORDS COLLECTIONS	
4.9.1	Problem Files	49
4.9.2	Scientific Notebooks	51
4.9.3	Releases for Presentation or Publication	52
4.9.4	Patent Files	53
4.10	Unclassified Special Collections	54
4.11	Books of Box and File Lists of Records Shipped by RCMB to Other Repositories	56
4.12	Directives System Records	58
4.13	Official Policy Records Prior to the Directives System System	59

RECORDS SYSTEMS OF THE NAVAL RESEARCH LABORATORY: CENTRAL RECORDS AND DIRECTIVES SYSTEM RECORDS

1. INTRODUCTION

This report results from the first phase of a comprehensive study of all archival records systems of the Naval Research Laboratory. The aim of the project as a whole is to inventory and describe all existing sources of archival information. Then researchers may be fully apprised of what records are available and may easily find whatever material they seek concerning the past activities and programs of the Naval Research Laboratory. Ultimately an NRL formal report will be written that covers the whole subject. In the interim, this, and perhaps other progress reports that may be issued, will provide partial information.

This report describes two major archival collections: the central records of the Laboratory, which are managed by the Records and Correspondence Management Branch (Code 2021) of the NRL Administrative Services Office, and the records of NRL Directives - official policy declarations - which are managed by the Administrative Management Section (Code 1414) of the Management Information Division. The aim of the report is to explain what constitutes the collections, how they are organized, and how they may best be used. Not included in this report are the holdings of the NRL Library and its Document Section, the Historian's Office, the Photographic Branch, the Supply Division, the Financial Management Division, the Public Works Division, and the Personnel Division. In addition, no records collections that have ever been

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classified higher than secret are described. This type of material has always been handled separately by the Naval Research Laboratory, and archival documents, even after they have been downgraded, have not been integrated with other records collections.

This report is intended as a reference document and handbook. Much of what it says and much of the information contained in the charts that form the appendices will become clear only when one begins actual searches for information. Once such a search is started, however, frequent reference to this document should assist in collection of complete information and save much valuable time.

2. CENTRAL RECORDS

2.1 The Records and Correspondence Management Branch (RCMB)

The Records and Correspondence Management Branch (RCMB) has the principal responsibility within the Naval Research Laboratory for archival records. This means it is charged with implementing the regulations set forth in SECNAVINST 5212.5B of 21 June 1961, "Disposal of Navy and Marine Corps Records," which is the basic set of rules governing records created within the Department of the Navy.[1] The materials controlled by RCMB, then, comprise the central archival records of the Laboratory. While other offices also keep permanent records, this one selects the majority by far of all the materials that will be included in permanent laboratory files. To date, the records it has

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[1]This basic instruction is, at the time of this writing, undergoing substantial revision.

saved amount to around 2,000 cubic feet of materials. In addition to preserving records, RCMB houses and administers most of the finding aids used for determining what they are, where they are located, and how they can be used effectively. Several other offices also have finding aids to materials that are found among the central records, and those holdings will also be discussed within this section.

It is important to understand that the archival function of RCMB is directly related to and conditioned by its other major responsibility: controlling NRL official correspondence. RCMB not only files, it opens, routes, and monitors all official incoming and outgoing correspondence. The principal controlling mechanism in this operation is the route sheet. As will be explained below, the route sheet also is the basis of many of the indices to the permanent files.

The filing system for NRL records is primarily designed to meet the records needs of current operations. It is structured to provide ready access to individual documents, usually documents of recent origin, when only limited attributes of the documents -- such as the author, approximate time of transmittal, or subject -- are known. If a researcher is seeking other types of information, such as long-term trends, knowledge about relations between disparate operations, or causes and effects of particular actions, his needs will be met by the system only indirectly. This means he must understand the records system well so he will be capable of translating his original questions into others for which he can obtain specific answers.

2.2 Organization and Contents of the Central Records

The organization and contents of the central records are best understood in three parts: Guides (Section 2.2.1) to the several records systems that have been followed over the years; Indices (Sections 2.2.2 -2.2.2.4) to the archival materials; and Descriptions (Sections 2.2.3 - 2.2.3.6) of the materials themselves. The discussions that follow treat each part separately. Linked to the discussions are a group of charts that list all existing guides, indices, and series of files within the central records. They should be studied carefully when reading the text. Once understood, these charts provide a useful tool for gaining access to any desired information from the central records.

At the time this report was written, the Records and Correspondence and Management Branch was undertaking a project to microfilm a major portion of the guides and indices discussed below. Copies of the microfilms will be available both at NRL and at the National Archives. Once the microfilms have been made and the original records destroyed, the "physical locations" for the indices listed on the charts will, obviously, become obsolete.

2.2.1 Guides to NRL Central Records

Like most parts of the Navy, NRL follows standard Navy records-keeping systems. During the history of the Laboratory, two different ones have been used. The first, employed from 1923 until around 1958, was an alphanumeric, subject filing system. Under it, each subject had a file designator consisting of a leading letter and following numbers

and/or other letters. For example, A1 was General Administration "Plans, Projects, and Policies". This heading might be further subdivided for more specialized topics, e.g. A1/Chem, which related to General Administration of the NRL Chemistry Division.

One of the main features of this system was that it applied to technical records as well as administrative records. Thus, for example, radar research and development was given the file classification S67-5. And virtually all of the archival, technical records on this topic are found under this heading or various subdivisions of it.

To distinguish classified material in this system, a prefix was employed: C - for confidential (e.g. C-S67-5), S - for secret (e.g. S-S67-5). Files of different classification were stored separately and generally are still separated in NRL records in archival repositories, although many of the materials have now been downgraded or declassified.

To understand the records-keeping system as a whole, a researcher should consult the several editions of the Navy Filing Manual for these years, copies of which are available, among other places, in the Navy Department Library at the Washington Navy Yard. The system as it was applied at NRL is explained in the guides numbered 1-3 on the accompanying chart 4.1. Copies of the guides may be found in the Records and Correspondence Management Branch.

Beginning in 1959, NRL, like the rest of the Navy, switched to a strict numerical filing system. This was a subject system, but each

subject was given a numerical designation. For example, 3900 was "Research and Development - General," and was used as the designator for most NRL administrative materials; 5420 was the designation for records of "boards, committees, councils, and groups."

The system of using prefixes for classified material prevailed. However, for a number of years, the C- and S- were replaced by 0 and 00 respectively. Hence a confidential 3900 file was 03900, a secret 003900. In 1977, the old system of using C- and S- was reinstated, so that currently, for instance, a secret 3900 file is S-3900.

A further change instituted under the system was the division of administrative from technical files. This actually began in 1954, several years before the new filing system was adopted. Beginning in that year, archival technical records were put in files organized according to the problem number assigned to the technical project. Problem numbers for all technical work have been used since the early years of the Laboratory, but this was the first use of them as the basis for filing central, archival records. Until 1979, the problem number was an alphanumeric designator, e.g. A01-78, "Radio Interferometry." Now, however, the numbers have been changed to strict numeric characters. The problem on "Radio Interferometry," A01-78, for instance, has become 0958-0.

Instead of separating records relating to problems into different files according to their classification, all records are kept together in a single folder or set of folders. The whole set is then

handled as if it were secret. Unclassified and confidential documents can, of course, be retrieved individually and handled according to their particular classification.

Guides 4-6 on chart 4.1 describe the general numerical system used at NRL in its various stages since 1959. The basic instruction on records, SECNAVINST 5212.5B of 21 June 1961, "Disposal of Navy and Marine Corps Records," is also quite helpful in understanding it. There is no general guide in the Records Office to the problem number system. However, an index to the system (chart 4.4.4), serves much the same purpose and may be consulted in order to determine the link between the name of a problem and the problem number.

2.2.2 Indices to the Central Records

There is a wide variety of different indices to NRL central record material. None of them serves the purpose of every researcher; the whole collection may not even do so. However, by clearly understanding and carefully using the indices, any researcher will save himself much effort that might be wasted by searching through actual documents.

Two general reference tools that are useful to supplement the indices are maintained by RCMB. The first is the bound collection of NRL code sheets. Dating from the early 1940's until the present, the sheets in this collection identify the organizational code number and organizational location of leading individuals in the Laboratory, usually those down to the branch head level. In some cases, as will be discussed further below, the code number is used for filing or

indexing. The charts also give a clear outline of the organization of the Laboratory as a whole at various times in history. Second is the collection of NRL telephone directories, which dates back to 1937. While they do not give a complete listing of all NRL personnel, they are the most comprehensive guides to employees that are available. Moreover, their alphabetical listings are in some cases more useful than the organizational listings on the code sheets. These two collections are listed as items 17 and 18 on the chart 4.10.4.

2.2.2.1 Indices to Central Administrative and Problem Files (Indices 4.2.1-4.2.5, 4.3.1-4.3.4, 4.4.1, 4.4.2, and 4.4.4)

All but one of the thirteen indices that exist in RCMB apply to the central administrative files or the problem files. These will be discussed here. The other index (4.4.3), which relates to scientific notebooks, will be treated in a separate section below. Indices to some of the records retained by RCMB (i.e. 4.5 - Releases for Publication and 4.6 - Patent Records) exist in other offices. They will be discussed subsequently. None of the special collections of materials retired by NRL has an index.

While there have been various types of indices to the administrative and problem files, their purpose over the years has not changed: they are designed to inform a researcher that a document exists, provide him with basic data about it, and tell him in what file the document is stored. Once the researcher knows the file number, the type of file it is (i.e. administrative or problem), and the date of the document, he can use the attached charts that relate to archival

materials to determine whether the file is still at NRL or not, and if not, the accession number of the record shipment of which it is a part. Then he can determine the location of that shipment at the Washington National Records Center or the National Archives. And using the appropriate "book of box and file lists" (see chart 4.11), he can determine the exact box number he wants within an accession. After obtaining all of this information, the researcher can arrange to have the records pulled so he can review the pertinent file or files of material. The procedure sketched here will become clearer as one begins to search for materials. Assistance in finding them should be obtained from the Records and Correspondence Management Branch or, for records under its control, from the National Archives.

The several types of indices in use at any one time and the attention each has been given by compilers during different years has varied considerably. For records dating up through 1950, either a source index (indices 4.2.1, 4.3.1), which is organized according to the alphabetical order of the author or issuing organization of the letter or document, or subject index (indices 4.2.5, 4.3.4) is best. In more recent years, the source indices have been maintained well, but the subject indices have received much less attention. Partly this is because the records themselves are generally organized according to a subject system, and a researcher following subject headings can go directly to them.

Since around 1950, the basis of most indices compiled at NRL has been the route sheet. The principal index for incoming letters is

organized by the number of the route sheet attached to the document (indices 4.2.2, 4.2.3, 4.3.2); that for outgoing is organized by the analogous correspondence log number given to the letter by its author at NRL (indices 4.2.4, 4.3.3). The source and subject indices are secondary to these and somewhat less complete in their coverage. Researchers should be aware that in many cases, the file slips in the source indices do not indicate the file location of records, and hence they must be used for reference back to the corresponding slips in the primary indices before file locations can be determined.

The incoming route sheet number is a number that is determined solely by the sequence of entry of the letter into the record system. There are different series for unclassified, confidential, and secret documents, and hence different indices. The correspondence log number has more meaning. Its initial digits are determined by the code of the originator of the correspondence; its last digits by the numerical place it has in the sequence of correspondence for that code during the year. For example, log number 1000-10 is the tenth piece of correspondence from Code 1000 during the calendar year (but n.b. not all numbered correspondence is controlled by RCMB, and not all that is controlled becomes permanent record material). Code numbers for individuals and offices at NRL have changed over the years, but the meaning of them may be deciphered by reference to code sheets for the year in question.

All the basic indices above include references to documents in the problem files. In addition, there is a special index to these files (index 4.4.4). The first part covers problems up through 1979,

the second, problems created under the new system that originated at that time. Unlike the other indices discussed above, it refers not to individual items, but rather to folders of material. The index lists problems by number and name (it is organized by number only, however) and indicates how many folders of material exist for each problem. Essentially, then, it is a shelf list of problem files. For folders transferred to the Records Center, the index often gives accession numbers.

As will be explained more fully in section 2.2.3.2, NRL maintains two sets of problem files. Only one set is covered by the indices described above. The other set of files, which was created by the Research Program Administrative Office, has no good index.

There are several other special indices to the central administrative and problem files. One type, index 4.4.4.1, provides the information on NRL formal and memorandum reports. The index includes a listing of both types of reports by number. For some years, there is an alphabetic index to authors of NRL formal reports. Nothing similar exists for memo reports. Index 4.4.2 is a name index, which was designed to provide access to records pertaining to individuals. It is small, covers only a few years, and is not complete even for them.

One further feature of the indexing system should be noted at this point. Before files are transferred to the record center for permanent storage (generally about 5 years after they were created), they are reviewed. During the review, documents that do not have lasting value are destroyed. At the same time, all index slips that refer to

the documents are also destroyed. This has the advantage of keeping complete consistency between the indices and the files: no document mentioned in the index should be missing from the files. However, it has the disadvantage of eradicating any trace of the passage of the documents that are destroyed through the system. Researchers should be aware that documents that are neither indexed nor filed at NRL may still have been sent or have originated there.

One final general remark. There is no simple way to use the indices to the administrative records and problem files. Researchers should understand that in many cases, the individuals who have indexed and filed the records had little true understanding of what they contained. Thus materials that, logically, should have been filed together, often were not. For example, minutes of an important conference concerning a scientific problem might be filed not with other problem records, but rather in the general "Boards and Meetings" folder for that time period. Records that relate to the establishment of a new program may not be moved to the problem file once a problem number has been assigned, but rather be left in a "general research and development" category. In short, the researcher must not depend on logic dictated by a subject organization, but must frequently use his imagination to "think like a records clerk" if he is to find the materials he seeks.

2.2.2.2 Index to NRL Scientific Notebooks (Index 4.4.3)

All NRL scientific notebooks are permanent records of the institution. Only a few have ever been destroyed intentionally. There

are several different series of notebooks, all of which will be described in section 4.9.2. Indices to them are of two sorts. First there are numerical indices for each series, which relate the notebook number to its author. These indices also specify the accession number in which a notebook has been placed if it has been sent to storage. Second, there is a single author index for all series. It lists the notebook numbers assigned to each author, but gives no information about storage. For this, the researcher must refer back to the notebook number of indices.

2.2.2.3 Index to Releases for Presentation or Publication (Index 4.5)

Throughout NRL's history, there has been a regulation that papers or presentations that are delivered by Laboratory personnel must be reviewed and approved. Since 1946, part of this reviewing process has been the procurement by the NRL Information Security Branch of a copy of each paper, or an abstract thereof. These documents have been indexed and filed as part of the offical records of NRL. For retrieval purposes, each document is assigned a release number, which is unique in the system.

The index to the collection is maintained not by the Records and Correspondence Management Branch, but by the Information Security Branch. Organized alphabetically, the index links the name of authors to the release number assigned to each paper or presentation. Once having located the release number, a researcher can determine where a particular paper, presentation, or abstract has been filed, and thus retrieve it.

Many papers and presentations written at NRL have multiple authors. In such cases, a separate index card is made for each author. Thus a researcher need know only one author to find a paper.

2.2.2.4 Index to Patent Records (Index 4.6)

NRL first established a Patent Counsel's Office during World War II. Hence, systematic patent records began during that period. The records principally consist of case files and patent files, which will be discussed further in section 2.2.3.5.

Although patent files are deposited in the records center by RCMB, all indices to them are maintained in the Office of the Patent Counsel (Code 2004). There are three types. The first two, the "patented" index and the "inactive" index differ only in the fact that the former refers to applications that actually led to patents while the latter refers to cases that were abandoned. Hence, both the indices will be discussed together. They cover the time periods from the 1940's up through the present.

Both consist of 3 inch by 5 inch cards organized alphabetically by the last name of the inventor (if there is more than one inventor, separate cards are made for each). Both contain general information about the case: serial number, date application was received, Navy case number, title of application, NRL code number of inventors, and so on. And on the backs of most cards is a brief case history of the application that itemizes the steps taken in negotiations with the U.S. Government Patent Office.

The third type of index is also a card index (4 inch by 6 inch cards) and contains the same type of information as the other two. The distinction is that it is organized according to Navy case number. Each patent application is assigned such a number by Navy officials at the time the application is made. This index dates back only to 1966.

In order to obtain the case files to which the three indices refer, a researcher must identify basic characteristics of the file -- principally the inventor's name and the case number -- and then go to records shipment lists to find the appropriate box number and accession number for the file. In some cases, recalling the case files may not be necessary. The researcher can obtain much summary information from the index cards themselves and, if a patent was granted, will find a copy of it in the collection of patents issued to NRL inventors that is maintained in the Patent Office Library (see section 2.2.3.5).

2.2.3 Central Record Materials

It is difficult to give a sound general overview of what is contained in the files that constitute NRL's central records. To a large extent, one simply cannot know, prior to searching, what the chances are of his finding what he seeks. However, records keeping at the Laboratory has, throughout most of its history, been governed by fairly well articulated policy. Although this policy has changed somewhat over the years -- just as records systems have changed -- a fairly accurate global view can be obtained from the current policy guidelines, which are set forth in SECNAVINST 5212.5B, "Disposal of Navy and Ma-

rine Corps Records," 21 January 1961. This manual merits reading by anyone wishing to understand the system well. Several prominent aspects of the policy will be reviewed here.

Most permanent Navy records are policy or action documents generated at the highest levels of command. Field operations usually are regarded as much less important, and hence a far larger percentage of their records are destroyed. Research and development laboratories, however, are an exception to this rule, because their records document not routine operations, but the evolution of scientific knowledge and technical capability for the Navy. The records retention system takes this characteristic into account and calls for a fairly extensive program of preservation. Not only primary institutional records, but also general correspondence files that reflect the overall operations and administration of research and development, are to be saved. So are project files, laboratory notebooks, and drawings and specifications. The relatively high status of records concerning research and development within the Navy's system is one of the main reasons that NRL's records are as well preserved as they are.

In order to comprehend why NRL records contain what they do, it is essential to realize that they are collected and preserved as the records of an <u>institution</u> not of a collection of individuals. This principle is evident throughout the policies that are followed, but is perhaps nowhere more clear than in those that regard correspondence. Only official correspondence -- that is, correspondence signed by the commanding officer or by others acting under his direction (this

authority is designated to many officials who can act officially) -- is routinely evaluated for preservation.

Correspondence addressed directly to and from individuals at the Laboratory does not become part of the record unless the individual acts to ensure that it becomes so. Following this policy means, among other things, that the record of the work of many significant individuals who have been employed at NRL is incomplete. That is, the "personal" correspondence that has often recorded interchange of ideas and plans or discussion of policies with others is usually unavailable to researchers. A second category of record material that is missing from the files is intralaboratory correspondence such as memoranda. Since this material is not controlled by RCMB, or even routed through that office for information, record copies are rarely saved.

2.2.3.1 Central Administrative and Technical Records

Little need be said here about the contents of the central administrative and technical records. Researchers will find that the several guides and indices provide the best general description. Again, however, it should be stressed that researchers must be prepared to translate their questions into terms related to the organization and structure of the records system for the period in which they are interested.

2.2.3.2 Problem Files

Central records on NRL problems are and have long been maintained in two offices at the Laboratory, each of which generates its

own permanent records. RCMB keeps file copies of correspondence related to problems, most reports made, research proposals, and related information. The Research Program Administrative Office (known by several other names in past years), maintains basic management information on problems. This includes letters of authorization and funding and special types of reports on the problems, most notably, the Department of Defense forms 1498, "Research and Technology Work Unit Summary." Each year since 1967, a complete collection of these forms for all problems under investigation at the Laboratory is bound and becomes the "Laboratory Program Summary." When problem files of the Research Administration Office are closed, they are sent to RCMB for processing and transfer to permanent storage. The same should eventually be true for dated copies of the "Laboratory Program Summary," although none has been transferred so far.

Because of the duality of the record keeping system, researchers must be careful to locate the one or both types of problem files in which they are interested. Both bear the same numbers, but no interfiling is made. The origin of problem files --RCMB or Research Program Administrative Office -- is indicated on chart 4.9.1.

2.2.3.3 Scientific Notebooks

Scientific notebooks are the basic records of research work by individual scientists and engineers. They are retained permanently for recording and documenting work and, particularly, for patent purposes.

There are several series of notebooks. The largest is a simple numerical series that runs from 1 to over 10,000 and continues on to the present. In early years, this series included all notebooks. Now it includes only one type: notebooks that were not issued by RCMB, but were used by Laboratory personnel for official purposes. When such unregistered notebooks are turned in, they are given a number and entered into the system.

In recent years, RCMB has attempted to control issuance of as many notebooks as possible. This has led to the "N" series (N + number, e.g. N385). The notebooks are issued to employees on request and are collected when an employee has finished with them or when he retires.

The relatively small "S" series of notebooks is a group issued for a special purpose during the 1950's.

2.2.3.4 Releases for Publication and Presentation

A general description of the releases was given in the description of the index to them above (section 2.2.2.3). A few more words are in order here. Researchers should be aware that the file of presentations contains far more abstracts than it does complete copies of papers. Currently the percentage of abstracts runs about 75% of the total. Researchers should also be aware that a substantial segment of the information contained in papers and presentations later is presented in publications -- either in NRL memo or formal reports or in articles published in scientific journals. Both the Document Section

of the Library and RCMB keep archival copies of reports (they are more easily retrieved from the Document Section collection), and the Library maintains a relatively complete collection of unclassified reprints of published articles. In general, it is easier to locate and obtain copies of publications than it is to obtain abstracts or copies of presentations contained in the release collection.

2.2.3.5 Patent Files

The patent case files contain official documentation related to negotiations that take place between the inventor, the NRL Patent Office, and the Patent and Trademark Office in the course of prosecuting a patent application. Much of the material tends to be standard forms, but there is always some technical documentation that relates to the ideas being patented.

In addition to compiling the case files, the Patent Office maintains a small library. It includes a complete collection of copies of patents issued to NRL inventors. The collection is broken into two series. The first covers the years 1923-1972; the second 1973 to the present. Both are organized alphabetically by the last name of inventors (one copy of the patent is included under each inventor's name in the case of multiple inventors).

2.2.3.6 Special Collections

The special collections are a miscellany. They include groups of material that merit permanent preservation, but do not fall within

the standard series of records. The list of collections is a brief guide to them, and box and file lists may give additional information, but usually one must go to the records themselves to determine even general characteristics of the material. Although there are classified special collections among NRL records, only unclassified collections are listed in this report.

3. DIRECTIVES SYSTEM RECORDS

3.1 Management Information Division

The Management Information Division, which provides staff support to the Commanding Officer and the Director of Research, serves as the focal point for a number of central administrative activities of the Naval Research Laboratory. These include: (a) collection and analysis of general management data; (b) operation of a computerized management information data base; (c) administration and maintenance of official records pertaining to all technical work performed at the Laboratory; (d) administration and maintenance of the NRL Directives System and its archival files. Because of its activities, the Division both generates and houses several bodies of central records of NRL. Those that have historical value are eventually sent to the Records and Correspondence Management Branch for storage, but some are saved long enough by the Division for it to be considered a temporary archive. This is the case for its collection of records of the directives system. Only they will be discussed in this report. Other permanent collections of the Management Information Division will be discussed in subsequent reports.

3.2 Organization and Contents of the Directives System Records

The Administrative Services Section (Code 1414) of the Management Information Division has the responsibility for administering the NRL Directives System and maintaining the case files related to it. The system, which includes all NRL notices (NRLNOTES) and all NRL instructions (NRLINSTS), is the formal description of the organizational policy and procedures of the Laboratory. It documents the structure of the Laboratory, prevailing the rules of operation, and all significant administrave changes. Hence the collection of directives issued over the years constitutes the offical record of administrative policies and actions.[2]

The present directives system was put into effect with the issuance of NRL Instruction 5215.1 on December 1, 1952. Its implementation was the result of the establishment of a uniform directives system throughout the Department of the Navy. From that time on, all directives were to conform to a standard numbering system and standard format. Since 1952 there have been only minor changes in the structure of the system. Such changes that have been made at NRL have been recorded in the various editions of NRL Instruction 5215.

Archival records related to NRL directives are displayed diagrammatically on chart 4.12. The method of organization and retention of the materials requires explanation. The directives files are organized by the number the directive is given. In most cases, each directive is

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[2]See NRL Laboratory Instruction 5215.1F, 2 May 1978.

assigned a separate file. The file contains a copy of the directive as it was issued and also pertinent background material -- correspondence related to why it was published, a route sheet for the original copy, etc. In some cases, when directives follow a standard, repetitious pattern, they are collected in sequential order in a single file. This happens, for example, with the NRLNOTES 5400, which record such organizational changes as new personnel assignments.

Neither copies of directives nor the directive case files are routinely retired by chronological or numerical order. Rather the files are retired when the directives become inactive. Since the directives may remain in force from several months to many years, there is no direct correspondence between the date of issuance and that of retirement. Files of cancelled directives, once they are removed from the collection of the case files of current directives, are stored first in a collection of inactive files kept in cabinets adjacent to the active files. This allows them to be consulted easily for reference. When no longer required for this purpose, they are purged of duplication and information having no long-term value and put in archival storage. This storage is of two types. Either the materials are transferred, via microfilming, to aperture cards, or the original materials are boxed and sent to the Records and Correspondence Management Branch for transfer to the Washington National Records Center. As the chart indicates, only four boxes of directive files have been handled in the latter manner so far. The rest are either on aperture cards or are still stored in the reference files of cancelled directives.

Each year, three forms of indices are made to the directives system: an alphabetical index, which lists records in alphabetical order and correlates to directive numbers; a check list, which lists current directives in numerical order; and a list of directives issued or cancelled. At the present time, the first two forms of indices appear annually; the last quarterly. While the periodicity of issue has changed over the years since 1953, the forms of indices have remained the same.

The indices provide the only simple and comprehensive means for determining what directives are in force at particular points in the history of the Laboratory. All three types are filed under directive number 5215. Researchers seeking an overview of this system at various points in its history should consult this series. Unfortunately, not all of the back issues of the indices are still available. The copies for the period from 1965 until the present and some lists of issued or cancelled directives dating back to 1957 may be found in the file drawers of cancelled directives in the directives office. However, all indices for the period between 1953 and 1957 appear to have been lost.

Another important general reference tool within the directives system is the NRL Administrative Manual. This sets forth the official responsibility, duties, and relationships of all major operational requirements of the Laboratory. The manual predates the establishment of the current directives system -- the first edition appeared in 1948 -- but it has been continuously updated within the system since 1953. Its number in the system is NRLINST 5400.14.

Prior to 1953, NRL did have formal administrative regulations, but they were not organized into a single, comprehensive system. Rather they were found in: (a) the Administrative Manual; (b) NRL Laboratory Orders; (c) NRL Laboratory Memoranda; (d) NRL Military Orders; (e) NRL Military Memoranda; (f) Directive-Type Memoranda Issued by the Director of Administration; (g) NRL Travel Regulations; and (h) NRL Organization Charts. Archival copies of most of these forms or regulations exist within the Central Administrative Records of the Laboratory for the years prior to 1953. Checking the appropriate guides to records under the administrative headings generally provides the appropriate file numbers for them. As an aid to researchers, a brief list of the location of most of them is presented in chart 4.13.

CHART 4.1

GUIDES TO NRL RECORDS SYSTEMS USED BY RCMB

	Guide Name	Years Covered	Collections Covered
1.	"File Manual, NRL 1918-1950"	1918-1950[1]	Central administrative and technical records. This document sets forth the standard Navy alphanumeric filing system as interpreted for use at NRL.
2.	"Reference Guide to NRL Materials, 1918-1950"	1918-1950[1]	This overlaps guide no. 1 in coverage, but contains many additional details.
3.	"NRL Classification Manuals, 1951-1955"	1951-1959[2]	Central administrative and technical records. The system described in this document is a revision of the Navy alphanumeical filing system. The volume includes both copies of the general Navy filing guide and interpretations of it for use at NRL.
4.	"SECNAVINST 5211.3, 21 October 1958	1959-1968	This document is physically contained in guide no. 3: "Navy Classification Manuals, 1951-1955." The instruction describes the new Navy numerical filing system that went into effect at NRL in 1959; it is the best existing guide at the Laboratory to that system for its first ten years. NRL does not now have a copy of the more formal description that soon appeared: SECNAVINST 5210.11 of 30 October 1959.
5.	"SECNAVINST 5120.11A,	1968-1976	This guide supercedes SECNAVINST 5210.11 of 30 October 1959 and revised the numeric filing system.
6.	"SECNAVINST 5210.11B, 28 December 1977"	1977-	This guide supercedes SECNAVINST 5210.11A of 10 September 1968 and revised the numeric filing system.

[1]There are very few documents covering the years 1918-1923 among NRL official records.

[2]Despite the dates in the title of the manual, the guide covers NRL materials through 1959.

CHART 4.2.1

SOURCE INDEX TO UNCLASSIFIED AND CONFIDENTIAL RECORDS

Dates Covered	Size	System of Organization	Physical Location
1923-1950	59 wooden drawers	Alphabetical order	RCMB, room 165
1951-1955	14 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 1st column
1957-1959	7 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 1st column
1960-1963	5 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 1st and 2nd columns
1964-1965	2-1/2 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 2nd column
1966-1968	3-1/3 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 2nd column
1969-1972	5 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 2nd column
1973-1976	5 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 3rd column
1975-1979	5 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet 2nd column

CHART 4.2.2

ROUTE SHEET NUMBER INDEX TO UNCLASSIFIED RECORDS (INCOMING CORRESPONDENCE)

Dates Covered	Size	System of Organization	Physical Location
June, 1950-June, 1973	21 metal and wooden drawers	Route sheet no. 75,751-209,999	18 wooden drawers, RCMB, room 165; 3 metal drawers, RCMB, room 164, metal cabinet, 4th column
July 1973-present	7 metal drawers	Route sheet no. 100-34,000+	RCMB, room 164, metal cabinet, 4th column

CHART 4.2.3

ROUTE SHEET NUMBER INDEX TO CONFIDENTIAL RECORDS (INCOMING CORRESPONDENCE)

Dates Covered	Size	System of Organization	Physical Location
Feb, 1952	1/3 metal drawer	Route sheet no. 50,001-50,099	RCMB, room 164, metal cabinet, 4th column
Feb, 1952-Jan, 1958	1-1/2 metal drawers	Route sheet no. 1-9,999	RCMB, room 164, metal cabinet, 4th column
Feb, 1958-June, 1965	2 metal drawers	Route sheet no. 1-9,999	RCMB, room 164, metal cabinet, 3rd and 4th columns
June, 1965-Sept, 1972	2 metal drawers	Route sheet no. 1-10,007	RCMB, room 164, metal cabinet, 3rd column
Sept, 1972-present	1-1/2 metal drawers	Route sheet no. 9-4,000+	RCMB, room 164, metal cabinet, 3rd column

CHART 4.2.4

CORRESPONDENCE LOG NUMBER INDEX TO UNCLASSIFIED AND CONFIDENTIAL RECORDS (OUTGOING CORRESPONDENCE)

Dates Covered	Size	System of Organization	Physical Location
1943-1950	13 ft. of folders	Correspondence log number	RCMB, room 164, rear shelves
1951-1968	9 ft. of folders	Correspondence log number	RCMB, room 164, rear shelves
1969-1976	17 wooden drawers	Correspondence log number	RCMB, room 165
1977-present	6 metal drawers	Correspondence log number	RCMB, room 164, metal cabinet, 4th column

CHART 4.2.5

SUBJECT INDEX TO UNCLASSIFIED AND CONFIDENTIAL RECORDS

Dates Covered	Size	System of Organization	Physical Location
1923-1950[1]	60 wooden drawers	Alphabetical order	RCMB, room 165
1951-1955	10-1/2 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 3rd column
1956-1959	7-1/2 metal and wooden drawers	Alphabetical order	6 wooden drawers, RCMB, room 165; 1-1/2 metal drawers, RCMB, room 164, metal cabinet, 3rd column
1960-1964	3 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 4th column
1965-present	2-1/2 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 4th column

[1]Also includes indices to Secret records up until 1942

CHART 4.3.1

SOURCE INDEX TO SECRET RECORDS

Dates Covered	Size	System of Organization	Physical Location
1941-1963	5 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 5th column
1964-present	2 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet, 5th column

CHART 4.3.2

ROUTE SHEET NUMBER INDEX TO SECRET RECORDS (INCOMING CORRESPONDENCE)

Dates Covered	Size	System of Organization	Physical Location
1942	3 folders	Several different numbering systems	RCMB, room 164, rear shelves
1943-1953	2 ft. of folders	Route sheet no. 005-24,308	RCMB, room 164, rear shelves
1954-1970	1-1/2 metal drawers	Route sheet no. 002-9,999	RCMB, room 164, metal cabinet, 5th column
1970-present	1 metal drawer	Route sheet no. 001-2,991	RCMB, room 164, metal cabinet, 5th column

CHART 4.3.3

CORRESPONDENCE LOG NUMBER INDEX TO SECRET RECORDS (OUTGOING CORRESPONDENCE)

Dates Covered	Size	System of Organization	Physical Location
1943-1962	2 ft. of folders	Correspondence log number	RCMB, room 164, rear shelves
1963-1966	1/2 metal drawer	Correspondence log number	RCMB, room 164, metal cabinet, 5th column
1967-1973	2 metal drawers	Correspondence log number	RCMB, room 164, metal cabinet, 5th column
1979 +	1/3 metal drawer	Correspondence log number	RCMB, room 164, metal cabinet, 5th column

CHART 4.3.4

SUBJECT INDEX TO SECRET RECORDS

Dates Covered	Size	System of Organization	Physical Location
1942-1959	10 wooden drawers	Alphabetical order	RCMB, room 165
1960-present	2 metal drawers	Alphabetical order	RCMB, room 164, metal cabinet , 5th column

CHART 4.4.1

INDICES TO NRL REPORTS

Dates Covered	Size	Type of Report	System of Organization	Physical Location
1933-1979+	5 metal drawers	Formal-Uncl. or Confidential	Numerical order by report number	RCMB, room 164, metal cabinet, 2nd column
1933-1979+	1/2 metal drawer	Formal-Secret	Numberical order by report number	RCMB, room 164, metal cabinet, 5th column
1933-1968	3-1/2 metal drawers	Formal-Uncl. or Confidential	Alphabetical order by last names of authors	RCMB, room 164, metal cabinet, 1st and 3rd columns
1933-1968	1/2 metal drawer	Formal-Secret	Alphabetical order by last names of authors	RCMB, room 164, metal cabinet, 5th column
1952-1959[1]	1/3 metal drawer	Memo-Uncl. or Confidential	Numerical order by report number	RCMB, room 164, metal cabinet, 3rd column
1960-1964[2]	1/3 metal drawer	Memo-Uncl. or Confidential	Numerical order by report number	RCMB, room 164, metal cabinet, 4th column
1965-1979+[3]	1 metal drawer	Memo-Uncl. or Confidential	Numerical order by report number	RCMB, room 164, metal cabinet 4th column
1952-1959[4]	1/3 wooden drawer	Memo-Secret	Numerical order by report number	RCMB, room 165

CHART 4.4.1 (Con't)

INDICES TO NRL REPORTS

Dates Covered	Size	Type of Report	System of Organization	Physical Location
1960-1979+[5]	1/5 metal drawer	Memo-Secret	Numerical order by report number	RCMB, room 164, metal cabinet, 5th column

[1]Part of Unclassified/Confidential subject file for 1956-1959

[2]Part of Unclassified/Confidential subject file for 1960-1964

[3]Part of Unclassified/Confidential subject file for 1965-present

[4]Part of Unclassified/Confidential subject file for 1942-1959

[5]Part of Secret subject file for 1960-present

CHART 4.4.2

NAME INDEX TO UNCLASSIFIED AND CONFIDENTIAL RECORDS

Dates Covered	Size	System of Organization	Physical Location
1955-1959	1 metal drawer	Alphabetical order by name	RCMB, room 164, metal cabinet, 1st column
1960-1966	1/5 metal drawer	Alphabetical order by name	RCMB, room 164, metal cabinet, 1st column
1967-1975	1/5 metal drawer	Alphabetical order by name	RCMB, room 164, metal cabinet, 4th column

CHART 4.4.3

INDEX TO NRL SCIENTIFIC NOTEBOOKS

Dates Covered	Size	Notebook Series	System of Organization	Physical Location
1924-present	5 metal drawers	Numerical	Numerical order, 1-10,218	RCMB, room 165, tall metal cabinet
1948-present	3 metal drawers	"N" series (N + number)	Numerical order, N1-N6124	RCMB, room 165, tall metal cabinet
1955	2 in. of cards	"A" series (A + number)	Numerical (but only selected numbers exist)	RCMB, room 165, tall metal cabinet
1924-present	4 metal drawers	Alphabetical Index	Alphabetical order by last name of author	RCMB, room 165, tall metal cabinet

CHART 4.4.4

INDEX TO NRL PROBLEM FILES

Dates Covered	Size	System of Organization	Physical Location
1954-1979	2 metal drawers	Alphanumeric problem number	RCMB, room 164, small metal file cabinet
1979-Present	1 metal drawer	Alphabetic by problem or project title	RCMB, room 164, small metal file cabinet

CHART 4.5

INDEX TO RELEASES FOR PRESENTATION OR PUBLICATION IN THE CLASSIFIED MATERIAL CONTROL BRANCH

Dates Covered	Size	System of Organization	Physical Location
1946-present	12 metal drawers	Alphabetical order by author	Information Security Branch, metal cabinet

CHART 4.6

INDICES TO PATENT RECORDS IN THE OFFICE OF THE PATENT COUNSEL

Dates Covered	Size	System of Organization	Physical Location
I. PATENTED INVENTIONS			
1942-present	3 metal drawers	Alphabetical order by inventor	Office of Patent Counsel
II. INACTIVE FILES			
1942-present	4 metal drawers	Alphabetical order by inventor	Office of Patent Counsel
III. ALL CASES			
1966-present	4 metal drawers	Numerical order by Navy case number	Office of Patent Counsel

CHART 4.7.1

UNCLASSIFIED CENTRAL ADMINISTRATIVE RECORDS (INCLUDING TECHNICAL RECORDS UNTIL 1959)

Dates of Records	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1923-1942	R.G. 19	118	Alphanumeric	National Archives	Unclassified Series	1
1943-1945[1]	181-7184	95	Alphanumeric	WNRC, Suitland, MD	09/74:35-5-0	2
1945-1950[1]	181-11704	118	Alphanumeric	WNRC, Suitland, MD	09/76:25-2-0	2
1951	181-14327	22	Alphanumeric	WNRC, Suitland, MD	19/72:39-5-0	3
1952[2]	181-16288	18	Alphanumeric	WNRC, Suitland, MD	19/41:13-1-0	3
1953[2]	181-59-1883	17	Alphanumeric	WNRC, Suitland, MD	19/52:31-1-3	3
1954[2]	181-60A-2602	11	Alphanumeric	WNRC, Suitland, MD	03/46:45-2-1	3
1955[2]	181-61A-2933	6	Alphanumeric	WNRC, Suitland, MD	19/84:49-3-0	3
1956[2]	181-62A-2887	6	Alphanumeric	WNRC, Suitland, MD	19/48:51-3-0	3
1957	181-63-A-3031	5	Alphanumeric	WNRC, Suitland, MD	10/30:45-2-0	3
1958	181-64A-4200	3	Alphanumeric	WNRC, Suitland, MD	09/56:09-7-0	3
1959	181-65A-5197	3	Numeric	WNRC, Suitland, MD	09/87:45-2-0	3
1960	181-66A-5010	5	Numeric	WNRC, Suitland, MD	09/54:31-4-0	3
1961	181-67A-6823	4	Numeric	WNRC, Suitland, MD	05/81:37-1-0	3

CHART 4.7.1 (Con't)

UNCLASSIFIED CENTRAL ADMINISTRATIVE RECORDS (INCLUDING TECHNICAL RECORDS UNTIL 1959)

Dates of Records	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1962	181-68A-4475	4	Numeric	WNRC, Suitland, MD	09/86:54-6-0	3
1963	181-69A-6468	3	Numeric	WNRC, Suitland, MD	09/31:13-2-0	3
1964	181-70A-5642	4	Numeric	WNRC, Suitland, MD	09/76:17-6-0	3
1965	181-71A-5154	2	Numeric	WNRC, Suitland, MD	09/74:07-7-0	3
1966	181-73A-996	4	Numeric	WNRC, Suitland, MD	09/13:13-7-0	3
1967	181-74A-56	5	Numeric	WNRC, Suitland, MD	09/57:05-4-0	4
1968	181-76-85	3	Numeric	WNRC, Suitland, MD	09/10:21-7-1	4
1969	181-78-0130	3	Numeric	WNRC, Suitland, MD	09/6:22-4-3	4
1970	181-78-0131	4	Numeric	WNRC, Suitland, MD	09/6:26-7-1	10
1971	181-79-142	4	Numeric	WNRC, Suitland, MD	09/36:19-3-1	10
1972	181-79-145	3	Numeric	WNRC, Suitland, MD	09/36:19-2-2	10
1973	181-79-148	3	Numeric	WNRC, Suitland, MD	09/36L18-3-5	10
1974	181-80-0095	3	Numeric	WNRC, Suitland, MD	09/74:25-7-3	11

[1]Also contains some records dating back to 1923

[2]Also contains some confidential records

CHART 4.7.2

CONFIDENTIAL CENTRAL ADMINISTRATIVE RECORDS (INCLUDING TECHNICAL RECORDS UNTIL 1959)

Dates of Records	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1923-1942	R.G. 19	70	Alphanumeric	National Archives	Confidential Series	1
1942-1945[1]	181-8018	73	Alphanumeric	WNRC, Suitland, MD	19/05:05-6-0	5
1946-1950	181-11101	42	Alphanumeric	WNRC, Suitland, MD	03/73:17-1-1	5
1951[2]	181-14327	7	Alphanumeric	WNRC, Suitland, MD	19/72:39-5-0	5
1952[2]	181-16288	8	Alphanumeric	WNRC, Suitland, MD	19/41:13-1-0	5
1953[2]	181-59-1883	7	Alphanumeric	WNRC, Suitland, MD	19/52:31-1-3	5
1954[2]	181-60A-2602	7	Alphanumeric	WNRC, Suitland, MD	03/46:45-2-1	5
1955[2]	181-61A-2933	3	Alphanumeric	WNRC, Suitland, MD	19/84:49-3-0	5
1956[2]	181-62A-2887	2	Alphanumeric	WNRC, Suitland, MD	19/48:51-3-0	5
1957	181-63A-3032	2	Alphanumeric	WNRC, Suitland, MD	19/48:54-5-0	5
1958	181-64A-4201	2	Alphanumeric	WNRC, Suitland, MD	19/55:15-1-0	5
1959	181-65A-5198	2	Numeric	WNRC, Suitland, MD	19/87:27-7-0	5
1960	181-66A-5011	2	Numeric	WNRC, Suitland, MD	19/57:21-5-0	5
1961	181-67A-6824	2	Numeric	WNRC, Suitland, MD	19/88:53-4-0	5

CHART 4.7.2 (Con't)

CONFIDENTIAL CENTRAL ADMINISTRATIVE RECORDS (INCLUDING TECHNICAL RECORDS UNTIL 1959)

Dates of Records	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1962	181-68A-4476	2	Numeric	WNRC, Suitland, MD	03/71:21-6-6	5
1963	181-69A-6469	1	Numeric	WNRC, Suitland, MD	19/86:27-4-0	5
1964	181-70A-5643	2	Numeric	WNRC, Suitland, MD	19/80:17-1-0	5
1965	181-71A-5359	3	Numeric	WNRC, Suitland, MD	16/66:27-3-0	5
1966	181-73A-997	5	Numeric	WNRC, Suitland, MD	19/39:05-1-0	5
1967	181-74A-57	5	Numeric	WNRC, Suitland, MD	19/17:16-3-0	5
1968	181-76-83	2	Numeric	WNRC, Suitland, MD	03/69:03-6-4	5
1969	181-78-0123	2	Numeric	WNRC, Suitland, MD	02/76:53-1-5	7
1970	181-78-0124	1	Numeric	WNRC, Suitland, MD	02/76:53-2-1	7
1971	181-79-141	2	Numeric	WNRC, Suitland, MD	01/36:15-5-5	7
1972	181-79-144	2	Numeric	WNRC, Suitland, MD	02/58:21-5-5	7
1973	181-79-147	3	Numeric	WNRC, Suitland, MD	02/58:21-7-1	7
1974	181-80-0093	2	Numeric	WNRC, Suitland, MD	01/13:15-6-5	7

[1]Contains some records dating back to 1923

[2]This accession also contains unclassified records. They are the early boxes of the accession. The totals here include only the number of boxes of confidential records.

CHART 4.8

SECRET CENTRAL ADMINISTRATIVE RECORDS (INCLUDING TECHNICAL RECORDS UNTIL 1959)

Dates of Records	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1923-1942	R.G. 19	7	Alphanumeric	National Archives	Secret series	1
1943-1950[1]	181-11029	40	Alphanumeric	WNRC, Suitland, MD	02/38:17-6-0	6
1951[1]	181-14326	9	Alphanumeric	WNRC, Suitland, MD	03/14:15-4-0	6
1952	181-16289	4	Alphanumeric	WNRC, Suitland, MD	03/21:29-2-0	6
1953	181-59-1884	3	Alphanumeric	WNRC, Suitland, MD	03/20:09-5-0	6
1954[3]	181-60A-2603	2	Alphanumeric	WNRC, Suitland, MD	03/16:11-7-0	6
1955	181-61A-2934	2	Alphanumeric	WNRC, Suitland, MD	03/15:47-5-0	6
1956[3]	181-62A-2886	1	Alphanumeric	WNRC, Suitland, MD	03/23:49-3-0	6
1957[4]	181-63A-3033	1	Alphanumeric	WNRC, Suitland, MD	03/21:47-5-0	6
1958	181-64A-4202	1	Alphanumeric	WNRC, Suitland, MD	03/25:43-2-0	6
1959	181-65A-5199	1	Numeric	WNRC, Suitland, MD	02/75:49-4-0	6
1960	181-66A-5012	1	Numeric	WNRC, Suitland, MD	03/22:07-5-0	6
1961	181-67A-6825	1	Numeric	WNRC, Suitland, MD	03/21:49-2-0	6
1962[5]	181-68A-4477	2	Numeric	WNRC, Suitland, MD	02/37:28-1-0	6
1963	181-69A-6470	1	Numeric	WNRC, Suitland, MD	02/60:19-2-0	6

CHART 4.8 (Con't)

SECRET CENTRAL ADMINISTRATIVE RECORDS (INCLUDING TECHNICAL RECORDS UNTIL 1959)

Dates of Records	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1964	181-70A-5644	1	Numeric	WNRC, Suitland, MD	02/83:26-3-1	6
1965	181-71A-5645	2	Numeric	WNRC, Suitland, MD	02/20:37-5-0	6
1966	181-73A-998	3	Numeric	WNRC, Suitland, MD	02/68:26-6-0	6
1967	181-74A-55	3	Numeric	WNRC, Suitland, MD	01/83:28-4-0	6
1968	181-76-90	2	Numeric	WNRC, Suitland, MD	02/18:34-1-1	6
1969	181-78-0119	2	Numeric	WNRC, Suitland, MD	02/76:53-1-1	7
1970	181-78-0120	1	Numeric	WNRC, Suitland, MD	02/76:53-1-3	7
1971	181-79-140	4	Numeric	WNRC, Suitland, MD	02/58:21-6-1	7
1972	181-79-143	2	Numeric	WNRC, Suitland, MD	02/58:21-6-5	7
1973	181-79-146	3	Numeric	WNRC, Suitland, MD	02/58:21-7-4	7
1974	181-80-0094	3	Numeric	WNRC, Suitland, MD	01/13:15-7-1	7

[1]
[2]Also contains some records of earlier years
[3]Also contains minutes of the Scientific Program Board and records of the Combined Research Group
[4]Also contains some problem files
[4]Also contains records from a special collection: by-product material source and special nuclear material projects
[5]Also contains a special collection: folders on a chemistry colloquium and reports of the NRL Problem Secretary, 1946-1950

CHART 4.9.1

PROBLEM FILES

Set Number	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1.	181-9491	14	Problem No.	WNRC, Suitland, MD	02/77:43-5-0	10
2.[1]	*181-60A-2603	3	Problem No.	WNRC, Suitland, MD	03/16:11-7-0	6
3.	*181-60A-3013	9	Problem No.	WNRC, Suitland, MD	03/23:29-3-0	6
4.[1]	181-62A-2886	5	Problem No.	WNRC, Suitland, MD	03/23:49-3-0	6
5.	*181-65A-4695	5	Problem No.	WNRC, Suitland, MD	03/15:43-1-0	6
6.	181-65A-5205	3	Problem No.	WNRC, Suitland, MD	02/76:33-4-0	6
7.	181-68A-4478	2	Problem No.	WNRC, Suitland, MD	02/37:28-3-0	6
8.[2]	*181-68A-4483	7	Problem No.	WNRC, Suitland, MD	02/37:28-1-0	6
9.[3]	181-69A-6471	4	Problem No.	WNRC, Suitland, MD	02/60:19-1-0	6
10.	181-71A-4863	5	Problem No.	WNRC, Suitland, MD	02/21:20-1-0	6
11.	*181-74-0046	2	Problem No..	WNRC, Suitland, MD	01/80:01-2-0	7
12.	181-74A-119	4	Problem No.	WNRC, Suitland, MD	01/83:28-3-0	7
13.	181-78-0121	28	Problem No.	WNRC, Suitland, MD	02/34:58-1-1	7
14.	*181-80-0021	17	Problem No.	WNRC, Suitland, MD	01/13:15-7-4	7

CHART 4.9.1 (Con't)

PROBLEM FILES

Set Number	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
15.	181-80-0077	50	Problem No.	WNRC, Suitland, MD	01/6:54-7-6	7

[1]Other records are also contained in this accession

[2]Also contains a special collection: Scientific Program Board files for 1949-1965

[3]Also contains a special collection: papers of Dr. Zisman

*Records were transferred from Research Program Administration Office

CHART 4.9.2

SCIENTIFIC NOTEBOOKS

Set Number	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1.	181-67A-6317	50	Notebook No.	WNRC, Suitland, MD	02/36:33-4-0	8
2.	181-67A-6324	50	Notebook No.	WNRC, Suitland, MD	02/69:07-3-0	8
3.	181-67A-6325	50	Notebook No.	WNRC, Suitland, MD	02/35:53-5-0	8
4.	181-67A-6351	50	Notebook No.	WNRC, Suitland, MD	02/37:35-1-0	8
5.	181-67A-6885	50	Notebook No.	WNRC, Suitland, MD	02/72:21-2-0	8
6.	181-67A-6886	42	Notebook No.	WNRC, Suitland, MD	02/72:19-2-0	8
7.	181-67A-5064	16	Notebook No.	WNRC, Suitland, MD	02/37:36-6-0	8
8.	181-69A-6836	13	Notebook No.	WNRC, Suitland, MD	02/52:10-3-0	8
9.	181-70A-4530	26	Notebook No.	WNRC, Suitland, MD	02/21:37-3-0	8
10.	181-71A-6118	6	Notebook No.	WNRC, Suitland, MD	02/45:32-1-0	8
11.	181-74-0035	46	Notebook No.	WNRC, Suitland, MD	01/72:43-1-0	8
12.	181-78-0122	27	Notebook No.	WNRC, Suitland, MD	02/36:13-4-6	8
13.	181-79-149	41	Notebook No.	WNRC, Suitland, MD	02/68:53-4-3	8

CHART 4.9.3

RELEASES FOR PRESENTATION OR PUBLICATION

Dates of Records	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1947-1954	181-11705	16	Release No.	WNRC, Suitland, MD		9
1955-1956	181-14367	5	Release No.	WNRC, Suitland, MD	09/82:51-2-3	9
1956-1957	181-16752	3	Release No.	WNRC, Suitland, MD	09/90:49-7-1	9
1957-1959	181-62A-2919	8	Release No.	WNRC, Suitland, MD	09/29:01-5-0	9
1960-1962	181-64A-4203	8	Release No.	WNRC, Suitland, MD	09/66:5-6-0	9
1966	181-68A-5815	5	Release No.	WNRC, Suitland, MD	09/84:44-4-0	9
1967-1969[1]	181-70A-3005	12	Release No.	WNRC, Suitland, MD	09/22:27-6-0	9
1969-1971	181-72A-1453	11	Release No.	WNRC, Suitland, MD	09/39:37-4	10
1971-1973	181-74A-120	14	Release No.	WNRC, Suitland, MD	09/57:05-1-0	4
1973-1974[1]	181-76-88	12	Release No.	WNRC, Suitland, MD	09/25:35-4-3	4
1974-1975[1]	181-78-0128	10	Release No.	WNRC, Suitland, MD	09/20:31-2-3	10
1975-1977	181-79-151	16	Release No.	WNRC, Suitland, MD	09/36:17-3-1	10
1957-1977	181-79-152	4	Release No.	WNRC, Suitland, MD	02/58:21-5-1	7

[1]Includes some from previous years

CHART 4.9.4

PATENT FILES

Set Number	Acccession Numbers	Number of Boxes	System of Organization	Repository	Location Code	Book number for box and file lists
1.	181-65A-4353	11	Case No. & last name	WNRC, Suitland, MD	09/41:33-5-0	None[1]
2.	181-65A-4354	3	Case no. & last name	WNRC, Suitland, MD	19/51:27-5-0	9
3.	181-65A-4355	3	Case no. & last name	WNRC, Suitland, MD	03/18:21-3-0	9
4.	181-65A-5200	60	Case no. & last name	WNRC, Suitland, MD	08/69:01-6-1	9
5.	181-67A-6725	19	Case no. & last name	WNRC, Suitland, MD	09/72:18-1-0	9
6.	181-72A-7171	11	Case no. & last name	WNRC, Suitland, MD	09/10:11-3-0	9
7.	181-74-0033	9	Case no. & last name	WNRC, Suitland, MD	09/08:25-5-0	4
8.	181-74A-156	5	Pat. no. & last name	WNRC, Suitland, MD	09/47:37-2-0	None[1]
9.	181-78-0129	18	Pat. no. & last name	WNRC, Suitland, MD	09/18:27-3-5	10

[1]See file in Patent Counsel's Office

Chart 4.10

UNCLASSIFIED
SPECIAL COLLECTIONS

1. Description: Personal correspondence of Dr. W.A. Zisman, 1956-1965.
   Accession no: 181-74A-130
   Size: 2 boxes
   Repository: WNRC, Suitland, MD
   Location Code: 09/57:03-6-0
   Book no. for box and file list: 4

2. Description: Personal correspondence of Dr. W.A. Zisman, 1966-1971.
   Accession no: 181-76-106
   Size: 1 box
   Repository: WNRC, Suitland, MD
   Location Code: 09/43:46-6-1
   Book no. for box and file list: 4

3. Description: Records of the Electrochemistry Branch, Chemistry Division.
   Accession no: 181-76-86
   Size: 2 boxes
   Repository: WNRC, Suitland, MD
   Location Code: 09/17:49-7-1
   Book no. for box and file list: 4

4. Description: Personnel dosimetry records for NRL employees.
   Accession no: 181-76-87
   Size: 29 boxes
   Repository: WNRC, Suitland, MD
   Location Code: 09/12:3-6-1
   Book no. for box and file list: 4

5. Description: Records of NRL management: organization, reports, surveys, March 1955-December 1967.
   Accession no: 181-78-0126
   Size: 4 boxes
   Repository: WNRC, Suitland, MD
   Location Code: 09/07:08-4-3
   Book no. for box and file list: 10

6. Description: NRL notices and instructions, 1953-1971 (not a complete set of those in effect, but rather cancelled directives and their background files)
   Accession no: 181-78-0127
   Size: 2 boxes
   Repository: WNRC, Suitland, MD
   Location Code: 09/15:45-6-1
   Book no. for box and flie list: 10

Chart 4.10 (Con't)

UNCLASSIFIED
SPECIAL COLLECTIONS

7. Description: Papers of Dr. Harvey C. Hayes, including records of the New London Experiment Station of World War I.
   Accession no: 181-10294
   Size: 10 boxes
   Repository: WNRC, Suitland, MD
   Location Code: 08/71:03-6-0
   Book no. for box and file list: 12

8. Description: Records of the NRL Management Office, consisting of copies of several editions of the NRL Administrative Manual: 5400.14, 5400.14A, 5400.14B, and 5400.14C, with all the related change to each edition.
   Accession no: 181-72A-2321
   Size: 1 box
   Repository: WNRC, Suitland, MD
   Location Code: 09/19:15-2-0
   Book no. for box and file list: None

9. Description: Early NRL Project Files, Gebhard Collection, 1914-1953.
   Accession no: 181-80-0088
   Size: 7 boxes
   Repository: WNRC, Suitland, MD
   Location Code: 09/74:25-6-2
   Book no. for box and file list: 11

CHART 4.11

BOOKS OF BOX AND FILE LISTS OF RECORDS SHIPPED BY RCMB TO OTHER REPOSITORIES

Book Number	Book Name	Accession numbers for which the book has box and file lists.
1	"National Archives"	All records in the National Archives (these have no accession numbers; all are in Record Group 19)
2	"FRC Unclassified, 1923-1950"	181-7184, 181-11704
3	"Unclassified FRC, 1951-1966"	181-14327[1], 181-16288[1], 181-N59-1883[1], 181-60A-2602[1], 181-61A-2933[1], 181-62A-2887[1], 181-63A-3031, 181-64A-4200, 181-65A-5197, 181-66A-5010, 181-67A-6823, 181-68A-4475, 181-69A-6468, 181-70A-5642, 181-71A-3511, 181-71A-5154, 181-73A-996, 181-74-0035
4	"FRC Unclassified, 1967-1976"	181-74A-56, 181-74A-120, 181-74-130, 181-76-85, 181-76-86, 181-76-87, 181-76-88, 181-75-106
5	"FRC Records, Confidential, 1943-1966"	181-8018, 181-11101, 181-14327[1], 181-16288[1], 181-N59-1883[1], 181-60A-2602[1], 181-61A-2933[1], 181-62A-2887[1], 181-63A-3032, 181-64A-4201, 181-65A-5198, 181-65A-5798, 181-66A-5011, 181-67A-6824, 181-68A-4476, 181-68A-4481, 181-69A-6469, 181-70A-5643, 181-71A-5359, 181-73A-997
6	"FRC Records, Secret, 1940-1966, Problem files for FRC in this Book"	181-11029, 181-14326, 181-16289, 181-N59-1884, 181-60A-2603, 181-60A-3013, 181-61A-2934, 181-62A-2886, 181-63A-2325, 181-63A-3033, 181-64A-4202, 181-65A-4695, 181-65A-5195, 181-65A-5205, 181-66A-5012, 181-67A-6825, 181-68A-4477, 181-68A-4478, 181-68A-4479, 181-68A-4483, 181-69A-6470, 181-69A-6471, 181-70A-5644, 181-71A-4863, 181-73A-998
7	"FRC Secret and Confidential, 1967-1980, misc from 1944"	181-71A-1984, 181-74-46, 181-74A-55, 181-74A-119, 181-74A-128, 181-74A-129, 181-74A-151, 181-74A-152, 181-76-84, 181-76-89, 181-76-90, 181-76-105, 181-78-119, 181-78-120, 181-

CHART 4.11 (Con't)

BOOKS OF BOX AND FILE LISTS OF RECORDS SHIPPED BY RCMB TO OTHER REPOSITORIES

Book No.	Book Name	Accession numbers for which the book has box and file lists.
		78-0121, 181-78-0123, 181-78-0124, 181-78-0125, 181-79-140, 181-79-141, 181-79-143, 181-79-144, 181-79-146, 181-79-147, 181-79-152, 181-80-0021, 181-80-0077, 181-80-0093, 181-80-0094
8	"FRC Scientific Notebooks #1 thru N4684 - #266 thru N4925"	181-67A-6317, 181-67A-6324, 181-67A-6325, 181-67A-6351, 181-67A-6885, 181-67A-6886, 181-68A-5064, 181-69A-6836, 181-70A-4530, 181-71A-6118, 181-74-35, 181-78-122, 181-79-149
9	"NRL Record of Misc. Correspondence sent to FRC"	181-2660, 181-11705, 181-14367, 181-16752, 181-61A-2933, 181-62A-2919, 181-64A-4203, 181-65A-4353, 181-65A-4354, 181-65A-4355, 181-65A-5200, 181-6A-5202, 181-67A-5899, 181-67A-6725, 181-67A-7186, 181-68A-4480, 181-68A-4482, 181-68A-4484, 181-68A-5815, 181-69A-6731, 181-70A-3005, 181-70A-3627, 181-71A-1984, 181-72A-1453, 181-72A-7171
10	"FRC Unclassifed, 1978-1979"	181-78-0126, 181-78-0127, 181-78-0128, 181-78-0129, 181-78-0130, 181-78-0131, 181-79-0142, 181-79-145, 181-79-148, 181-79-151
11	"FRC Unclassified, 1980- "	181-80-0095, 181-80-0088
12	Book marked: "Records Transferred to NRMC, 1945-1960" (some lists here are duplicated elsewhere)	181-2660, 181-7184, 181-8018, 181-9491, 181-10294, 181-10295, 181-10296, 181-11029, 181-11101, 181-11171, 181-11704, 181-11705, 181-12702, 181-13769, 181-14326, 181-14327, 181-16288, 181-16289, 181-16673, 181-16752, 181-N59-1883, 181-N59-1884, 181-670A-2602, 181-60A-2603, 181-60A-3013, 181-61A-2934

[1]Contains lists for only part of the accession. See other guides also listed as containing this accession for the other parts.

CHART 4.12

DIRECTIVES SYSTEM RECORDS

Dates Covered	Size	System of Organization	Physical Location
1953-1976	1 box of records	Directive number (contains only 5400.14, editions of NRL Administrative Manual)	WNRC, Suitland, MD: see item 8 of Chart 4.10 for details
1953-1971	2 boxes of records	Directive number	WNRC, Suitland, MD: see item 6 of Chart 4.10 for details
1953-present	2 boxes of aperture cards	Directive number	Research Program Administration Office, Bldg. 43, Rm. 234
1953-present	12 file drawers of current and cancelled directives	Directive number	Research Program Administration Office, Bldg. 43, Rm. 234

CHART 4.13

OFFICAL POLICY RECORDS PRIOR TO THE DIRECTIVES SYSTEM

Dates Covered	Accession No.	No. of Boxes in Accession (Box number of records)	Repository	Location Code
I. NRL Laboratory Memoranda and Laboratory Orders (A3-2(8) prior to 1951, A2-6/1, 1951-1953)				
1924-1932	R.G. 19	1 (Box 5)	National Archives	Unclassified Series
1932-1945	181-7184	1 (Box 5)	WNRC, Suitland, MD	09/74:35-5-0
1946-1950	181-11704	1 (Box 7)	WNRC, Suitland, MD	09/76:25-2-0
1951	181-14327	1 (Box 1)	WNRC, Suitland, MD	19/72:39-5-0
1952	181-16288	1 (Box 1)	WNRC, Suitland, MD	19/41:13-1-0
II. NRL Station Regulations (A2-5)				
1931-1947	181-7184	1 (Box 1)	WNRC, Suitland, MD	09/74:35-5-0
III. NRL Administrative Regulations (A2-2)				
1937-1950	181-11704	2 (Box 2)	WNRC, Suitland, MD	09/76:25-2-0
1951	181-14327	1 (Box 1)	WNRC, Suitland, MD	19/72:39-5-0
1952	181-16288	1 (Box 1)	WNRC, Suitland, MD	19/41:13-1-0